DEPARTMENT OF STATE

Washington, D.C. 20520

R (142) S/S-S/SJ

1. MEM - Tony You will have to handle this.

CONFIDENTIAL

November 7, 1980

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MEMORANDUM TO ALL ASSISTANT SECRETARIES
AND BUREAU DIRECTORS

Subject: List of Issues for Transition Briefing Papers

Each bureau should prepare and submit to S/S-S by COB November 10 a list of foreign policy and national security subjects which it believes the incoming Administration will have to address during the 90 days following January 20, 1981.

The list of subjects should include issues on which decisions will be required because of external events, domestic legislation, or other compelling factors. The list should also include ongoing negotiations. You may also mention issues on which you believe the new Administration should commission studies.

We are interested in identifying subjects which will need attention by the new Secretary and his senior advisors, not all issues which the Department of State will handle during this period. Once we have reviewed the list of subjects, we will share it with the incoming Administration's transition team. Subsequently we will task briefing memoranda on selected subjects and provide instructions on format.

Peter Tarnoff
Executive Secretary

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GDS - 11/7/86

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